



# CITY OF SUGAR LAND

## Environmental & Neighborhood Services

### Commercial Solid Waste Material Operator License Application

Operator/Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office Phone \_\_\_\_\_ After Hours Phone \_\_\_\_\_

#### Primary Contact:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Secondary Contact:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Quarterly Report Contact:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I. Please attach a list showing each motor vehicle, by make, model and body style, to be used in the City.

II. Please attach a copy of the certificate of liability insurance for each motor vehicle identified in II. above in the amounts required by law.

III. Please attach the license fee payment in the amount of \$200. (Cash, check, money order and credit card accepted)

## **License Regulations**

In addition to other applicable requirements in Chapter 4, Code of Ordinances, and other ordinances:

- Each commercial solid waste operator must keep for two consecutive calendar years all scale house tickets, receipts, invoices, manifests, and other documents evidencing the collection within the city of commercial solid waste and the facility where the commercial solid waste was delivered.
- Each commercial solid waste operator must submit to the city within 30 days following each September 30, December 31, March 31, and June 30, quarterly reports:
  - Detailed by month showing the total commercial solid waste tonnage collected by the commercial solid waste operator during each month of the previous quarter;
  - That include the list of names and addresses of the disposal location(s) of the commercial solid waste collected within the city during the previous quarter;
  - That include the total amount of commercial solid waste delivered at each disposal location each month of the previous quarter;
  - That show the gross revenues earned each month within the city during the previous quarter;
  - That include, in table format, the customer's name, address, number of containers serviced, container type, size, and service schedule or on-call service; and
  - That includes any additional reports reasonably requested by the city for the time period requested.

## **License Fee**

- Each commercial solid waste operator that has been granted a license must pay a license fee equal to five percent (5%) of the operator's gross revenues from the collection, hauling or transporting of commercial solid waste and industrial solid waste collected within the city.
- Each commercial solid waste operator must pay the required license fee to the city within 30 days following each September 30, December 31, March 31, and June 30.
- Each quarterly payment must be accompanied by a listing of the location and number of commercial containers serviced by the commercial solid waste operator.
- Each quarterly payment must include a statement of the gross revenues upon which payment is computed, be prepared according to generally accepted accounting practices, and be signed by an authorized representative of the commercial solid waste operator.
- Late payments are subject to a late penalty of 12 percent per annum, compounded daily.

### Agreement

I, \_\_\_\_\_, as authorized representative of the commercial solid waste operator named above, and on behalf of such commercial solid waste operator:

(1) , Certify that I have read, examined, and fully understand this Commercial Solid Waste Operator's License Application and Chapter 4, Article V. Commercial Solid Waste and Recyclable Materials Operators of the City of Sugar Land Code of Ordinances; and

(2) Agree that the above-named commercial solid waste operator will comply with all City ordinances and state and federal laws and regulations governing (i) the collection, hauling, processing, and disposal of solid waste and (ii) the solid waste commercial operator's activities..

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

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***For City use only. Do not write below this line.***

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### License Issued

Date \_\_\_\_\_ By \_\_\_\_\_

License Number \_\_\_\_\_ Ins. Exp. Date \_\_\_\_\_

Please return the license application including required documentation and fee payment by mail or in person, to the following:

Mail: City of Sugar Land  
Treasury Department  
P.O. Box 5029  
Sugar Land, TX 77487-5029

In person: Sugar Land City Hall – Treasury Department  
2700 Town Center Blvd. N.  
Sugar Land, TX 77479

Office hours are Monday through Friday 8 a.m. to 5 p.m., excluding City holidays.